

## **JOB DESCRIPTION**

<b>Job Title:</b>	Port Welfare Committee Manager
<b>Main purpose of job:</b>	To service and support the needs of port welfare committees and forums on behalf of the Chief Executive Officer (CEO).
<b>Relationship:</b>	The Port Welfare Committee Manager is responsible to the CEO and managed by the Deputy Chief Executive (DCE).

### **Main duties and responsibilities:**

- To liaise with the CEO and the Chair of the committees, to prepare agendas and supporting papers, attend all meetings, complete and circulate the minutes and take follow up actions, in a timely manner.
- Liaison between the activities of the MNWB, Port Welfare Committees, Maritime Charities and other appropriate agencies at local levels.
- The arrangement of regular PWC meetings including the organisation of suitable venues, as necessary.
- Representing the Board and clarifying its purpose, including its on-going strategy.
- The maintenance of all PWC relevant records including the master files of minutes etc.
- The preparation of reports to the CEO on matters concerning the Port Welfare Committees and other relevant issues.
- Representation of the Board or individual PWCs at appropriate functions as directed by the CEO
- Completion of confidential reports on seafarers' welfare facilities as required.
- Reviewing, with each PWC, the changing needs of seafarers locally and when appropriate assist with developing a local strategy.
- The maintenance of the Board's port welfare database and use of online project software packages to improve seafarer's welfare.
- Deputising for the other Port Welfare Committee Manager when that person is unavailable.
- Arrangement and organisation of the Board's biennial Port Welfare conference.
- Act as secretary to MNWB meetings as directed by the CEO.
- Assist with aspects of MNWB publicity and public relations as directed by the CEO.
- Ensure all PWC related matters are updated and reviewed regularly on the MNWB website.
- Undertake / assist with projects as required by the CEO.
- Update social media accounts with PWC relevant postings, as necessary.
- Ensure compliance at all times with MNWB policies on the UK General Data Protection Regulation (UK GDPR) and participate in staff mandatory training.
- Actively participate in the organisation's performance monitoring processes including appraisals and competency reviews.
- Proactively maintain the knowledge, skills and networks needed to deliver this role.
- Support the charity's core values and carry out all responsibilities with due regard to all policies and procedures.

## **Port Welfare Committee Manager - Personal Specification**

### **Essential Skills Required:**

- Good written and analytical skills and experience of writing minutes
- A minimum of 5 years work experience
- Experience of working in collaboration with a range of stakeholders including partners, service users, commissioners, funders and volunteers
- Excellent administrative and time management skills
- Excellent interpersonal skills and the ability to lead and build effective partnerships with individuals and organisations
- Ability to plan, manage and deliver work to agreed deadlines
- Excellent communication and presentation skills
- A good understanding of social media
- An understanding and commitment to equal opportunities and diversity
- Resilient, possess a positive attitude and able to work on own initiative and as part of a team
- Computer literate with working knowledge of Outlook, Word, Access databases, Excel and PowerPoint

### **Desirable Skills and experience:**

- Experience of working in the maritime industry
- Experience of working at sea
- Experience of working as part of a senior management team
- Experience of arranging conferences
- Full UK Driving Licence